

*SELECTION AND CERTIFICATION OF  
TEAM LEADER CANDIDATES*

A. **PURPOSE:**

**This procedure establishes guidelines for the selection and certification of a Team Leader candidate.**

B. **SCOPE:**

**This procedure applies to all certified G.R.E.A.T. officers.**

C. **GENERAL DIRECTION:**

**It is the policy of the G.R.E.A.T. Program that Team Leader candidates meet the qualifying standards set forth in this procedure to become a Team Leader.**

D. **DETAILED PROCEDURES:**

**1. Candidates must possess the following traits:**

- a. Demonstrate strong responsiveness to instruction**
- b. Show strong personal initiative**
- c. Have the strong ability to develop interpersonal relationships**
- d. Have the strong ability to effectively communicate with adult learners**
- e. Exhibit promptness and good time management skills**
- f. Be an exemplary role model in both formal and informal situations**

- g. Be one who refrains from sexual, racial, gender, ethnic or other stereotyping or inappropriate and/or insensitive remarks**
  - h. Be flexible and able to handle the unexpected**
  - i. Be committed to careful replication of the parent project.**
- 2. Team Leader Candidate criteria will include the following:**
  - a. Successful in-class evaluation in their school district. The RTA will assign an evaluator.**
  - b. An NTT member with a minimum of 6 solo trainings will evaluate the applicant.**
    - The NTT member is not to be from the same department as the applicant**
    - The evaluation will consist of the Critiquing for Success evaluation form and a narrative evaluation recommending or not recommending the applicant for the NTT and why.**
    - The narrative will also include information gathered from the schoolteacher, the school administrator, and students.**
  - c. Possess a certificate of completion for the 40 or 80-hour G.O.T. from an approved training.**
  - d. Have taught the G.R.E.A.T. Program core curriculum for a minimum of three semesters covering no less than 1 school year, and have instructed three-nine week core curriculums within one school year. Confirmation of the candidate's teaching schedule will be required.**

- e. Team Leader candidates must make written application to become a team leader and successfully complete an application process as established by the N.T.T.C.**
- f. The candidate must be sponsored by the N.T.T.**
- g. The candidate will then be placed on a G.M.T. candidate list for N.T.C. approval. Once approved, the candidate will be notified in writing by the N.T.C. of their acceptance into G.R.E.A.T. Management Training (GMT).**
- h. Successful applicants must then complete the following phases to become a certified Team Leader:**
  - 1) Successful completion of a G.R.E.A.T. Management Training,**
  - 2) Successful completion of a "Shadow" phase in which the Team Leader candidate "shadows" another Team Leader who has been approved by the N.T.T.C.**
  - 3) Successful completion of a trial Team Leader role in which the Seminar Supervisor evaluates the candidate's progress**
    - a) The Seminar Supervisor reports to the RTA on the candidate's progress and will make recommendation to the RTA as to whether the candidate should or should not be certified as a Team Leader.**
    - b) The Seminar Supervisor, while working with the RTA and the N.T.T.C. will make the final determination as to the certification of the candidate as a Team Leader.**

**3. ATF will be responsible for the following:**

- a. Management of the N.T.T.**
- b. Assigning the National Training Team Coordinator (N.T.T.C.)**
- c. Developing and managing the NTT Database**
- d. The production of computerized training team assignments**
- e. NTT assignments will consist of the following:**
  - Minimum of three senior (6 trainings) members**
  - Two shadows (one if level seven). Shadows will not be assigned in the same region, if possible.**
  - Fifty percent of the team to consist of members from that Region, if possible; no more than 25% from the same agency, if possible.**
  - Fifty percent of team to consist of members representing other Regions, if possible.**
  - Stand-by members will be assigned, following the same procedures as listed above.**
  - Emergency changes in team assignments during a GOT will be handled through the RTA.**